

**Title:** Verification of Certifications (VOCs)

**Purpose**

To provide guidance for local agencies to apply appropriate VOC/transfer procedures.

**Authority**

37-25.101, MCA; 7 CFR 246.7; 7 CFR 246

**Policy**

The Montana state WIC program will issue a VOC to each participant who is a member of a family in which there is a migrant farm worker or any other participant who is relocating during the certification period.

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**I. VOC Documentation**

- A. Used for WIC participants transferring from one state to another or from an overseas program.
- B. Is equivalent to a WIC certification, and may be used until the end of the current certification period.
- C. If the local agency is at maximum caseload and has a waiting list for participation, transferring participants with a valid VOC will be placed ahead of all other applicants regardless of priority.

**II. Issuance of VOC Documentation**

- A. The clinic will issue VOC documents to all participants who intend to transfer out-of-state.
  - 1. One document is issued for each transferring participant.
- B. All VOC documentation contains the following:
  - 1. Participant's name.
  - 2. Date participant was certified.
  - 3. Date income eligibility was last determined.
  - 4. Nutrition risk condition of the participant.

- a. Avoid the use of nutrition risk codes.
- 5. Date current certification expires.
- 6. Name and address of certifying local agency.
- 7. Name and signature of certifying local agency official.

### **III. Acceptance of VOC Documentation**

- A. The following information on the VOC documentation is absolutely essential:
  - 1. Participant's name.
  - 2. Date the participant was certified.
  - 3. Date current certification expires.
- B. The VOC documentation will be scanned into the applicant's/participant's folder.
- C. If a participant transferring from another state brings in benefits from that state, local agency staff will collect previously issued benefits and reissue Montana state WIC benefits for the same benefit period.
  - 1. Follow regular voiding procedures for the physical benefits from another state.
- D. Identification and residency will be obtained for participants transferring from one state to another.
- E. All transferring participants need to bring income documentation to their next certification visit to ensure they remain income eligible.
- F. Enter as much information about the participant as available from the VOC and in conversation with the participant regarding health data and possible nutrition risk codes.

### **IV. WIC Military Overseas Program**

- A. Clinics will accept a valid WIC Overseas Program VOC document from the participant returning to the U.S. from an overseas assignment.
- B. All transferring participants need to bring income documentation to their next certification visit to ensure they remain income eligible.

- C. Clinics will issue VOC documentation to WIC participants affiliated with the military who will be transferred overseas.
  - 1. WIC clinics are not responsible for screening and determining eligibility for WIC Overseas Program eligibility.
    - a. Eligibility for the overseas program will be determined at the Overseas WIC site.
  - 2. WIC participants issued VOC documentation when they transfer overseas will be instructed as follows:
    - a. There is no guarantee the WIC Overseas Program will be operational at the overseas site where they will be transferred.
    - b. By law, through the Department of Defense, only certain individuals are eligible for the WIC Overseas Program.
    - c. Issuance of WIC VOC Documentation does not guarantee continued eligibility and participation in the WIC Overseas Program.

**V. Migrant Farm Workers**

- A. Issue VOC documentation to migrants upon certification.

**VI. In-State Transfers**

- A. Clinics that have a Montana WIC participant transfer into their program will have the participant show identification and new proof of residency.
  - 1. If identification has already been scanned into the participant's folder at the previous clinic there is no need to scan it in again.
  - 2. The updated proof of residency needs to be entered and scanned into the participant's folder.
- B. All transferring participants need to bring income documentation to their next certification visit to ensure they remain income eligible.